

PARISH ADMINISTRATOR JOB DESCRIPTION

CALVARY EPISCOPAL CHURCH

Calvary Episcopal Church in Rochester, Minnesota, is seeking the right person to fill the position of Parish Administrator. Calvary is an historic church located across the street from the Mayo Clinic in Rochester. The position of Parish Administrator is an important and integral part of the smooth operations of this busy and growing church. The right person for this job will be both detail oriented and able to stand back and see the big picture of how various components of the parish fit together. They will be warm and friendly, flexible, hospitable and creative and able to set appropriate boundaries. The Parish Administrator is the “connector” position of the church, and it would be expected that the person filling that job would be willing and ready to get to know parishioners since working with our parishioners and volunteers is one of the main requirements of this position. The right person for this job will be sensitive to the needs of others and able to handle a day in which interruptions often happen. They should be a true team player, able to work with the rest of the church staff as a member of one team who all work for the mission of the parish. Being a self-starter, multitasker and non-anxious presence will help the right person be successful in this position.

TECHNOLOGY AND COMMUNICATIONS

Computer, technology, web site and social media skills are a requirement of this position. Knowledge of Microsoft Office Suite, Word, Excel, and Power Point are required. A major 2019 goal is to research, install and implement a new Church Database software. The Parish Administrator will have oversight of this project.

The Parish Administrator will be responsible for the oversight and updating of the church website. Together with the Rector and Communications representative on the Vestry, they will keep an eye on events and programs that should be linked to our website as well as to other communication tools. They will be responsible for creating and sending the weekly parish newsletter, as well as assisting with updating the Calvary Facebook page. The right person for this position will be able to help Calvary tell its story through technology, signage, marketing, placement of announcements in the newspaper, banners and other means to let our neighbors know what is happening at Calvary. They will have oversight of visitor pew cards, church brochures, business cards, posters, signage (temporary and permanent) and any other media that will be developed in the future.

OFFICE DUTIES

- *Print and copy all worship bulletins, including Sunday mornings, funerals, Christmas Eve and Christmas Day, Easter, Evensongs, and all other worship services.
- *Basic office duties: answering phones, taking messages, assisting people who come to the door, and “triaging” the many requests and issues that come into the office all week.
- *Collect all information for the Annual Report and distribute it to the Annual Meeting at the end of January.
- *Support various parish committees and task forces by helping with communications and producing quarterly worship schedules, if necessary. Support the Stewardship committee as it prepares for the fall pledge campaign.
- *Handle mail and keep up to date with filing and correspondence such as acknowledgement of gifts made to Calvary, church transfers and data base inquiries, baptisms, confirmations, weddings and funerals up to date in the registry books.
- *Oversee church mailings and all-parish email correspondence, such as special announcements, notice of deaths, and other important messages.
- *Purchase stamps and all office supplies
- *Work with the Sexton on outside groups who rent space at Calvary; collect rental fees and document them.
- *Maintain Church Calendar for internal and external use.
- *Manage church data base and labels by keeping all information up to date.
- *Assist church volunteer once or twice a year (to be determined) on updating the Church Directory.
- *Oversee and help produce the Church Parochial Report on or before March 1 of every year.

WORK WITH PARISHIONERS

The Parish Administrator will help recruit and train office volunteers. Office volunteers help staff the office daily from 9am – noon or 1:00pm. The Parish Administrator will also help the Rector and Vestry in connecting church volunteers to various ministry opportunities.

TEAM WORK WITH STAFF

The Parish Administrator reports to the Rector and works closely with all staff. They will be expected to attend a weekly staff meeting and other meetings as requested. The job requires the strict and nonnegotiable ability to keep confidentiality in many situations. There will be semiannual mutual reviews.

This is a part-time job of 29 hours per week. The general work days are Monday – Thursday. A 9% pension will be offered, as well as two weeks' vacation time, and one day a month sick leave.

Please send questions and applications to the Rev. Beth Royalty, rector@calvary-rochester.org.